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25 November 1980

MEMORANDUM FOR: Chief, Policy and Plans Group

FROM: [REDACTED]

Chief of Operations (PTOS)

SUBJECT: Entries for the DDA Log  
19-25 November 1980

1. A [REDACTED] team returned on 25 November from the SE Division area where they conducted ACM inspections, performed security equipment maintenance, and with a Department of State SY/T engineer set up a [REDACTED]

(C)

2. [REDACTED] Technical Security Division officers are conducting ACM inspections and security equipment maintenance in the EUR, SE, NE, AF, and LA Division areas. (C)

3. The Chief, Overseas Security Support Branch, returned from a 3-week Security Enhancement Survey of two Latin American countries. Two officers returned after completing comprehensive physical security surveys of [REDACTED] Stations in the Mideast. (C)

4. Physical security surveys were conducted at the offices of the Federal Trade Commission (FTC) and the Department of Housing and Urban Development (HUD). The surveys were conducted to determine if these agencies had the proper facilities to store an Agency National Intelligence Estimate classified at the SECRET level. The survey determined that while HUD did have appropriate facilities, FTC did not. As a result, arrangements were made whereby the National Intelligence Estimate would be delivered to the FTC by an Agency courier in the morning and returned to the Agency in the afternoon. If after studying the National Intelligence Estimate the FTC determines that they would desire to retain this document in the future, the FTC has agreed to obtain safekeeping equipment and to implement procedures that would afford proper protection to the document. (U)

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6. Meetings were held with representatives of the Office of Logistics Real Estate and Construction Division and the DDO/FOIA office in regard to the occupancy of the DDO/FOIA office space in a commercial building located in [redacted]. The necessary alterations have been completed and occupancy will take place in about 2 weeks after the installation of the recommended alarm system. (U)

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7. On 18-19 November a member of Information Systems Security Group met with representatives of [redacted] to discuss the security requirements for multicompartmented processing of Agency classified data in an existing computer system. The meeting also covered the planned utilization of over forty minicomputer systems by [redacted] in support of a special project, and security requirements were levied for these systems. (C)

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8. From 10-21 November members of Information Systems Security Group (ISSG) visited [redacted] west coast contractor sites processing or planning to process classified Agency data. Discussions centered on ISSG processing requirements and mechanisms whereby contractors may obtain processing approvals. (U)

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9. On 21 November 1980, a member of the Safety Group conducted a comprehensive safety and health survey of the [redacted] Building. (U)

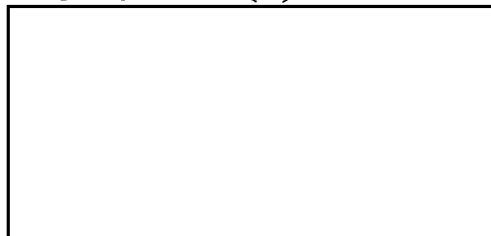
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10. On 21 November 1980, a member of the Safety Group attended a quarterly meeting of the [redacted] Safety Committee. A brief overview of the EO 12196 and 29 CFR 1960, basic program elements for Federal Employee Occupational Safety and Health Program, effective 1 October 1980, was presented. (U)

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11. A member of the Safety Group attended a 1-day program, "Rape Awareness Day," at the University of Maryland to audit and assess the speakers for information and possible inclusion in the Agency's women's self-protection program. (U)

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